



# Department of Accounts Charge Card Bulletin

September 6, 2005

Bulletin 2005-05

## In This Issue

- Forms and Deadlines
- Reminder of Implementation Roll Out
- Corporate Card Application Process
- Corporate Card Security

## Category of Links

[SPCC web page](#)

[Corporate card web page](#)

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## Reminder: Forms and Deadlines

Over the past month, several bulletins have been distributed with instructions and deadlines for completion of various forms required for the conversion to the GE MasterCard platform. As several are due by September 3<sup>rd</sup>, a summarization of these forms and deadlines is provided below.

Training Registration

**Due ASAP      Bulletin 2005-001**

**MUST BE FAXED**

Purchase Card Implementation Setup Form

**Due 9/3      Bulletin 2005-003**

**MUST BE SENT ELECTRONICALLY**

Travel (Corporate) Card Implementation Setup Form

**Due 9/3      Bulletin 2005-003**

**MUST BE SENT ELECTRONICALLY**

Program Administrator Form

**Due 9/3      Bulletin 2005-003**

**MUST BE FAXED**

SAM Reporting Request Form

**Due 9/3      Bulletin 2005-003**

**MUST BE FAXED**

Agency Bill Access Form

**Due 9/3      Bulletin 2005-003**

**MUST BE FAXED**

Corporate Card Applications

**Due 9/21      Bulletin 2005-005**

## Crucial Dates

### Beginning week of August 15<sup>th</sup>

IT calls to agency PAs

### Beginning week of August 22<sup>nd</sup>

Implementation calls to PAs of programs

### August 26<sup>th</sup>

IT Questionnaires Due

### September 3<sup>rd</sup>

Agency Purchase Card Setup Due

Agency Corporate card Setup Due

Program Administrator Form Due

SAM Reporting Request Form Due

Agency EBill Access Request Form Due

### September 21<sup>st</sup>

Corporate card Applications due for Individual cards and Air Corporate cards

### September 26-30<sup>th</sup>

Regional Training on new Program (see Bulletin 2005-001)

### October 18<sup>th</sup>

Session at the VAGP Conference  
& attend Vendor Expo

### November 13-17<sup>th</sup>

Session at the Procurement  
Forum in Roanoke & attend  
Vendor Expo

## Reminder: Implementation Roll Out

As communicated in bulletin 2005-04, implementation to the GE MasterCard program will begin the first week of October and phased-in through the third week of October.

The implementation schedule will be finalized in the near future. At that time, each agency Program Administrator (PA) and backup will be notified via email of the implementation schedule. If the implementation date identified for your agency cannot be accommodated, please contact Valerie Smith immediately. Additional information regarding the implementation will be provided in next week's bulletin.

## Corporate (Travel) Card Application Process

Existing Corporate Cards with American Express will not be automatically reissued with GE MasterCard. Each individual who continues to require a Corporate Card must complete a 'MasterCard Corporate Card Application.' Federal privacy acts prohibit the transfer of corporate card data from American Express to GE without written approval from the cardholder as card authorization includes Social Security Number. The application is available on the Charge Card Administration webpage listed below and called Corporate Card Application.

[http://www.doa.virginia.gov/procedures/Payroll/Charge\\_Card\\_Administration.htm](http://www.doa.virginia.gov/procedures/Payroll/Charge_Card_Administration.htm)

Note: A listing of current Corporate cardholders can be obtained through American Express @Work Core Reports or use Enhanced Reporting. If these reports cannot be accessed via AMEX@Work, please contact AMEX Reporting at 1-800-542-0995 for assistance.

Signed applications must be submitted to the agency Travel Program Administrator for completion. Upon receipt, complete the PA section with the information described below.

**Agency Name and Number** – Enter the official name of the agency along with the three-digit agency number

**Credit Limit** – Monthly limit for travel expenditures. A cardholder's limit should be established to cover normal travel costs. This limit can be adjusted as needed. Per policy, the credit limit should not exceed \$5,000. If a higher limit is needed, written documentation must be attached to the application stating the requested limit and the rationale for a higher limit.

**Fixed Cash Limit** – Complete only if your agency has requested to have Cash withdrawal option on the GE MasterCard. Cash limits cannot exceed \$500. If a higher limit is needed, written documentation must be attached to the application stating the requested limit and the rationale for a higher limit.

**Retail Limit** – Limit applicable to retail purchases on the corporate card. This limit will generally be set to zero as the corporate card should be limited to travel expenditures. Should a limit other than zero be required, it cannot exceed \$500 a cycle. If a higher limit is needed, written documentation must be attached to the application stating the requested limit and the rationale for a higher limit.

**Program Administrator information** – Enter the demographic information requested.

Collect all completed applications and remit to DOA Charge Card Administration unit at the address below in a single delivery by

**November 18<sup>th</sup>**

Session at the Fall FOCUS

Meeting in Virginia Beach

September 21. DOA will review them for completeness and submit the approved application data to GE for card creation. GE Corporate Cards will be bulk shipped to the PA overnight unless an alternative distribution method was specified on the Travel (Corporate) Card Implementation form. If a designation of direct distribution to the cardholder was chosen, the new card will be delivered to the address on the cardholder application via regular mail. Cards will be delivered to agencies approximately one week prior to the agency going "live" with the new program. Each agency will be notified of this date.

**Valerie Smith, Department of Accounts, 101 North 14<sup>th</sup> Street, 2<sup>nd</sup> Floor, Richmond, VA 23219**

**Due date for all Original Corporate Card applications to DOA is Wednesday, September 21<sup>st</sup>.**

## Use of SSN for Corporate Card

The individual cardholder's social security number is required on the application as it will be the security code for GE MasterCard. When a cardholder calls GE for assistance, the cardholder will be prompted for the security code to identify the individual calling.

## Airline Travel Card Application Process

Airline Travel Cards (agency liability) will also require new application from the requesting agency. GE MasterCard Airline Travel Cards are issued in an employee's name. This cardholder is responsible for the monthly reconciliation of the card's charges. If a travel agency is used for your air arrangements; it will be the cardholder's responsibility to communicate the new card information to that agency upon receipt of the Airline Travel Card.

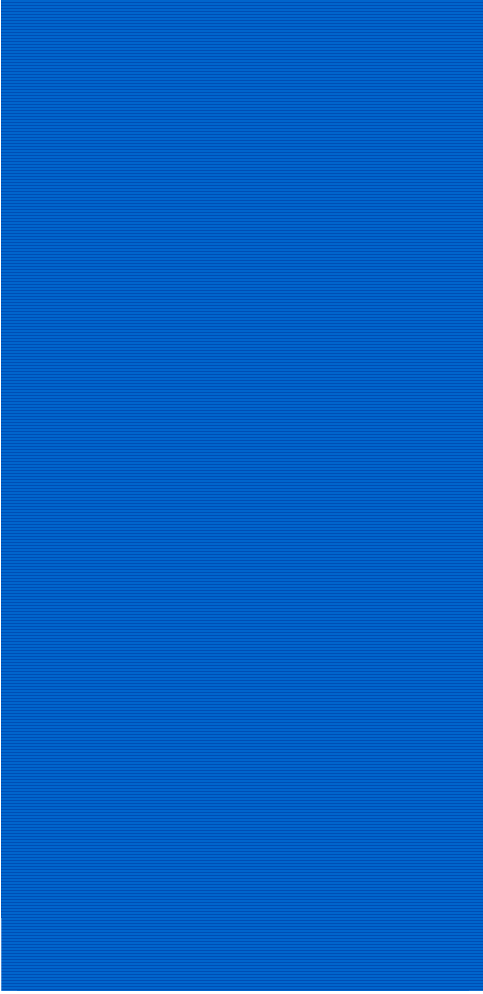
The individual who will perform the monthly reconciliation must complete the "Employee" section of the application. A social security number continues to be required for use as the security code; however, there is no processing against that number and therefore cannot affect the employee's personal credit. The application is available on the Charge Card Administration webpage listed below at the link entitled Air Corporate Card.

[http://www.doa.virginia.gov/procedures/Payroll/Charge\\_Card\\_Administration.htm](http://www.doa.virginia.gov/procedures/Payroll/Charge_Card_Administration.htm)

Agencies can have more than one Airline Travel Card if needed for different departments, funding sources or locations. Similarly, one individual can have more than one Airline Travel Card in their name if that individual supports multiple. PA's must coordinate the application process for each Airline Travel Card. If a listing of current American Airlines UATP cardholders is needed, please contact American Airlines.

**Remember, the Airline Travel Card is only for Airline charges related to approved travel. Any other charge will be declined.**

Signed applications must be submitted to the agency Travel Program



Administrator for completion. Upon receipt, complete the PA section with the information described below.

**Credit Limit** – Monthly limit for travel expenditures. A cardholder's limit should be established to cover normal travel costs. This limit can be adjusted as needed. Per policy, the credit limit should not exceed \$5,000. If a higher limit is needed, written documentation must be attached to the application stating the requested limit and the rationale for a higher limit.

**Single Purchase Limit** – This equates to transaction limit. A cardholder's limit should not exceed \$5,000. If a higher limit is needed, written documentation must be attached to the application stating the requested limit and the rationale for a higher limit.

**Program Administrator information** – Enter the demographic information requested.

As with the Corporate Cards, DOA will review them for completeness and submit the approved application data to GE for card creation. Include these applications with the single delivery described in the preceding section.

**Have a Safe and Fun Holiday**

From the DOA Charge Card Administration Team and GE MasterCard